



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 20391 - Chief, Research & Technology Protection Office - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 02/15/2019 - 03/02/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: IARPA/IARPA

Duty Location: Washington, D.C.

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with ADNI/AT&F. IARPA's mission is to envision and lead high-risk, high-payoff research that delivers innovative technology for future overwhelming intelligence advantage. IARPA addresses cross-agency challenges, leverages expertise from across academia, industry and the IC Community, and works transition strategies and plans with other agency partners.

Major Duties and Responsibilities (MDRs)

- Perform work in various security specialties, and assist in resolving major conflicts in policy and program objectives.
- Oversee the IARPA Research and Technology Protection Office, bringing together the functions of counterintelligence, export control/ International Tariff and Arms Regulations (ITAR), security classification expertise and marking, Special Access Program (SAP) and or Sensitive compartmented Information (SCI) compartment security practices and secure information technology solutions in order to enable IARPA programs while minimizing the risk of exploitation by our adversaries.
- Develop and maintain the IARPA Security Classification Guide (SCG) that ensures all program security practices are in compliance with IC security mandates.
- Write, document and review for Director/IARPA approval (as an ODNI Original Classification Authority) the IARPA activity-specific SCGs. When appropriate, support the preparation of SCGs for a broader IC community.
- Provide expert security oversight and support across all security disciplines to a blended workforce of government staff, contractors and detailees, some of whom have little or no prior association with the IC or security classification.
- Provide expert training and awareness to IARPA through execution of the Security Training and Awareness Program.
- Oversee the Communications Security Program that ensures the confidentiality, integrity and availability of information transmitted through IARPA data and telecommunications systems.
- Responsible for successful implementation of IARPA's Industrial Security Program, ensuring all intricate details are identified and effectively followed IAW NISPOM and ICD requirements. Also serves as the IARPA Contracting Officer's Security Representative (COSR), and responsible for facilitating and granting both temporary Co-Use and permanent accreditations of spaces and systems in support of IARPA programs.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Ensure IARPA's security processes are consistent with IARPA's public facing mission and allow the flexibility to straddle the boundaries of both classified and unclassified programs while ensuring that Public Law, National Policy, applicable Executive Orders and Intelligence Community policies, directives and instructions are followed. Maintain a risk management approach that considers cost performance and impact on the IARPA mission, and balances perceived and real threats and vulnerabilities.
- Serve as a Contracting Officer's Technical Representative over contracts supporting all aspects of the RTP and Industrial Security Programs.

Mandatory and Educational Requirements

- Demonstrated experience and expertise in establishing and maintaining a Research and Technology protection program as described in this position description to include Export Control and ITAR restrictions.
- Demonstrated successful experience writing security classification guides.
- Expert knowledge of security practices and procedures as applies to advanced research environments.
- Expert knowledge of the full range of IC Security disciplines i.e. personnel, physical, information systems and the various security policies and procedures that directly impact those security functions.
- Significant successful experience as a Contracting Officer's Technical Representative (COTR).
- Demonstrated effective oral and written communication skills, including the demonstrated ability to exert influence with senior leadership and communicate effectively with people at all levels, both internal and external to the organization.
- Extensive knowledge of Intelligence Community or Department of Defense classification approaches and an expert ability to work with IC and DoD Agencies.
- Demonstrated ability to manage competing priorities while maintaining a high-level of attention to detail in a dynamic, fast-paced environment.
- Expert knowledge and significant experience (at all classification and access levels) with industrial security principles.

Desired Requirements

- Experience effectively managing personnel to grow and develop them to support the needed work.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and bankssa@dni.ic.gov (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and bankssa@dni.ic.gov (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**